

Department of Developmental Services  
**Community State Staff Program**



For more information, visit: [www.dds.ca.gov/devctrs/dclnitiatives\\_community.cfm](http://www.dds.ca.gov/devctrs/dclnitiatives_community.cfm)

---

**PEOPLE'S CARE**

**Position #472-083-8165-955**

---

**Job Title/Classification(s): REGISTERED NURSE**

**Work Hours:** 0800-1700 (Hours may vary; based on needs of the homes)

**Time Base:** FULL TIME

**Days Off:** SATURDAY-SUNDAY

**Location:** Fairfield Office

5030 Business Center Drive, Suite 290, Fairfield, CA 94533

---

**Post Date:** 7/28/17

**Final Filing Date:** UNTIL FILLED

---

**Information Sessions:** **AUGUST 23, 2017 1430-1530 PLEASE BE PROMPT**

**Location:** SONOMA DEVELOPMENTAL CENTER, CAREER CENTER, ROOM J (Oak Valley)

**Conference Number:** (888) 363-4734 Participant Code 9386428

**Position Description:**  
(For complete duties, please see  
the duty statement on the  
following page)

This position is responsible for supporting the health needs of individuals with developmental disabilities. This position also involves training, planning and consultation to provide information on health and disease to individuals with developmental disabilities, families, and staff. The Registered Nurse utilizes the training and skills of nursing to assist the staff in the homes served by Peoples Care into providing quality care to individuals with developmental disabilities.

**Desirable Qualifications:**

- ❖ Provides specific observations, accurate assessments and documents timely reports.
- ❖ Coaches others in setting sensible goals
- ❖ Deals tactfully and courteously with consumers, families, care providers, and the general public

---

**Who May Apply:** Any permanent full time or part time DC/CF employee who has passed their probation period in the classification advertised.

**Selection Process:** All applications will be screened and only the most qualified may be interviewed.

**How to Apply:** Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:

Community State Staff Program  
Department of Developmental Services  
1600 9<sup>th</sup> Street (MS-Q)  
Sacramento, CA 95814

**Attn: Peggie McQuillan, Associate Personnel Analyst**

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7742. Questions regarding the Community State Staff Program Contact: Northern California (916) 654-2420 or Southern California at (714) 957-5593.

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
COMMUNITY STATE STAFF PROGRAM  
PEOPLE'S CARE INC.  
DUTY STATEMENT**

**Employee Name:**

**Classification: Registered Nurse**

**Work Location: PEOPLE'S CARE HOLDINGS, LLC Office  
5030 Business Center Drive, Suite 290  
Fairfield, CA 94533**

**Days Off: Saturday and Sunday**

**Work Hours: 0800-1700 (Hours may vary; based on needs of the homes)**

**GENERAL STATEMENT OF DUTIES:** This position is responsible to monitor and observe any changes to behaviors and conditions in order to maintain the well-being of the individuals. To serve as an advocate and support daily living needs and goals per the Individual Program Plan. While maintaining good public relations with the community and implementing the mission of People's Care, this position is responsible for supporting the health needs of individuals with developmental disabilities. This position also involves training, planning and consultation to provide information on health and disease to individuals with developmental disabilities, families, and staff. The Registered Nurse utilizes the training and skills of nursing to assist the staff in the homes served by Peoples Care into providing quality care to individuals with developmental disabilities. This position is also responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies; and all information will be maintained for individuals served by People's Care as confidential.

**SUPERVISION RECEIVED:** Day to day functional supervision will be provided by the Area Manager. Performance appraisals will be completed by People's Care Inc. Area Manager in conjunction with the Community State Staff Coordinator.

**SUPERVISION EXERCISED:** None; may be required to direct other nursing staff in emergency situations

**PHYSICAL DEMANDS:** Must possess and maintain sufficient strength, agility and endurance to perform the duties contained in this duty statement. Must be able to lift a minimum of 20 lbs. Ability to work in a variety of environments and settings. Hours of work may vary. Attends and participates in all of People's Care Inc. meetings. Ability to complete course in Safe Crisis Management. Ability to complete all training as required by applicable regulations, including but not limited to Direct Support Professional (DSP) 1 & 2. Responsible to maintain and renew Registered Nurse License.

**TYPICAL WORKING CONDITIONS:** Ongoing interaction with individuals supported by People's Care, family members, regional center staff, developmental center staff, and the general public. Position requires prolonged sitting in a vehicle, extensive use of telephones and computers, and travel to up to 14 homes within the northern Bay Area (Santa Rosa, Vacaville, Stockton, Brentwood, Carmichael, Citrus Heights, Orangevale). Must have use of an automobile or ability to provide for independent transportation plus possession of a valid California Driver's License and automobile liability insurance of \$100,000 - \$300,000. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment.

%	ESSENTIAL DUTIES
	<b>Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all individuals. This essential function will be ongoing when performing the following duties:</b>

30	<p><b>Acts as a resource person and provides consultation and training to Direct Care staff, Professional staff and other People's Care Inc. staff regarding nursing services and physical care needs of the assigned individuals, when requested.</b></p> <ol style="list-style-type: none"> <li>1) Provides feedback to Home Administrator and Area Manager regarding any issues affecting home operations and individual care; including immediate notification of any changes in care needs or unusual behaviors and occurrences.</li> <li>2) Provides nursing leadership and has the functional authority to make decisions and instruct house staff on procedures pertaining to health care as defined in the Best Practice Guidelines for Nursing Care.</li> <li>3) Trains staff on individuals' restricted health care plans and monitors performance to ensure that staff members are following restrictive healthcare plans correctly.</li> <li>4) Promotes the team concept and maintains open communication between individual served, staff, families, regional center and other stakeholders.</li> <li>5) Continually works with staff members in creating a professional and amiable atmosphere; encourages and supports co-workers to work as a team.</li> <li>6) Attend all transition meetings, IPP's, quarterly meetings, clinical staffing meetings, and represent People's Care, Inc. at all regional center/client meetings</li> <li>7) Train and assist direct care staff in the prevention, detection and control of communicable disease and other health care needs.</li> </ol>
25	<p><b>Performs nursing procedures, such as administering medications and treatments including oral medication, hypodermic injections, urinary catheterization, enemas, and taking and recording temperature, pulse, blood pressure, respirations, and first aid as authorized within the scope of the Registered Nurse license.</b></p> <ol style="list-style-type: none"> <li>1) Attend resident doctor appointments and address any concerns and changes with attending physician</li> <li>2) Transports individuals in the company vehicle to medical and other appointments and activities.</li> <li>3) May require specialized skills in ostomy care/feeding techniques/respiratory care, g-tube insertions, adaptive equipment use and any other procedure authorized.</li> <li>4) Documents in treatment records medication/treatments the individuals have received.</li> <li>5) Records the individual's response to treatment.</li> <li>6) Collects data which may be in areas of infection control, monitoring disease processes, compliance with nursing procedures and policy, correct use and maintenance of medical equipment, and other regulatory requirements.</li> <li>7) Develops, implements, monitors, and updates Health Care Plans and Restricted Health Care Plans.</li> </ol>
25	<p><b>Observes individuals physical condition and behavior and reports significant changes to appropriate team members.</b></p> <ol style="list-style-type: none"> <li>1) Evaluate health problems and nursing care needs of the individuals through observations and collaboration with the staff</li> <li>2) Prepares professional nursing documents as assigned to assure compliance with regulatory requirements, including nursing assessments, comprehensive health care plans and physical assessment</li> <li>3) Responds to and provides nursing assessment/treatment during medical emergencies</li> <li>4) Reports any unusual behaviors and injuries to the physician, Behavioral Consultant and Home Administrator.</li> <li>5) Initiates the incident report when required.</li> <li>6) Initiates temporary intervention plans and monitors temporary conditions.</li> <li>7) Prepares required documentation for medical nursing assessments, health care plans, restricted health care plans, and other documentation as required.</li> </ol>

10	<b>Assists staff in occupational, recreational, vocational, and educational therapy programs for individuals.</b> <ol style="list-style-type: none"> <li>1) Includes obtaining data and implementing objectives and plans, as well as behavior interventions.</li> <li>2) Encourage individuals to participate in recreational activities.</li> <li>3) Will engage individuals in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the individual.</li> </ol>
10	<b>Responds to emergencies that involve the use of medical/behavioral intervention techniques.</b> <ol style="list-style-type: none"> <li>1) Provides intervention that ensures safety to both the individual and staff.</li> <li>2) Monitors emergency equipment, medication, and treatment supplies.</li> <li>3) Must competently use nonviolent crisis intervention skills to manage client's assaultive behaviors.</li> </ol>
	<b>MARGINAL DUTIES</b>
	None

<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
People's Care, Inc. Supervisor's Name (Print)	People's Care Inc. Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date

<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>		
The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload.		
Employee's Name (Print)	Employee Signature	Date